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**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Financial Report  
June 30, 2000**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 2-7-01

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana  
June 30, 2000**

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**THELMA L. PHILLIPS**

*Certified Public Accountant*

P.O. Box 91473 • Lafayette, LA 70509  
(318) 232-0403

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors of  
Helping Hands, Inc. of Lafayette

I have audited the accompanying statement of financial position of Helping Hands, Inc. of Lafayette (a nonprofit organization) as of June 30, 2000, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Helping Hands, Inc. of Lafayette as of June 30, 2000, and the changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued my report dated December 28, 2000 on my consideration of Helping Hands, Inc. of Lafayette's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

A handwritten signature in black ink, appearing to be "J. H. H.", with a large, sweeping flourish extending to the right.

Lafayette, Louisiana  
December 28, 2000

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Statement of Financial Position  
June 30, 2000**

**ASSETS**

**Current Assets**

Cash	\$ 12,589
Receivables	46,411
Prepaid expenses	<u>4,641</u>

**Total Current Assets** 63,641

**Equipment and Leasehold Improvements** 17,636

**Other Assets**

Deposits 2,997

**TOTAL ASSETS** \$ 84,274

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable and accrued expenses \$ 51,032

**Total Current Liabilities** 51,032

**Net Assets**

Unrestricted 33,242

Temporarily Restricted -

**Total Net Assets** 33,242

**TOTAL LIABILITIES AND NET ASSETS** \$ 84,274

**The accompanying notes are an integral part of these financial statements.**

**Helping Hands, Inc. of Lafayette**  
**Lafayette, Louisiana**

**Statement of Activities**  
**For the year ended June 30, 2000**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>Public support:</b>			
Governmental Grants	\$	\$ 381,110	\$ 381,110
Contributions	159	2,000	2,159
<b>Total public support</b>	<u>159</u>	<u>383,110</u>	<u>383,269</u>
<b>Revenue</b>			
Interest income	54	-	54
Other	5	-	5
<b>Total revenue</b>	<u>59</u>	<u>-</u>	<u>59</u>
<b>Net assets released from restrictions</b>			
Restrictions satisfied by payments	<u>383,935</u>	<u>(383,935)</u>	<u>-</u>
<b>Total support, revenue, and reclassifications</b>	<u>384,153</u>	<u>(825)</u>	<u>383,328</u>
<b>Expenses</b>			
<b>Program services:</b>			
Cultural Enrichment -			
Homemakers	261,671	-	261,671
Summer Food Service	18,797	-	18,797
Multi-Training Center	11,305	-	11,305
<b>Total program services</b>	291,773	-	291,773
<b>Supporting services:</b>			
Management and General	<u>96,466</u>	<u>-</u>	<u>96,466</u>
<b>Total expenses</b>	<u>388,239</u>	<u>-</u>	<u>388,239</u>
<b>Change in net assets</b>	(4,087)	(825)	(4,912)
<b>Net assets, beginning of year</b>	<u>37,329</u>	<u>825</u>	<u>38,154</u>
<b>Net assets, end of year</b>	<u>\$ 33,242</u>	<u>\$ -</u>	<u>\$ 33,242</u>

The accompanying notes are an integral part of these financial statements.

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Statement of Functional Expenses  
For the year ended June 30, 2000**

	<b>Program Services - Cultural Enrichment</b>			<b>Supporting Services</b>	
	<b>Homemakers</b>	<b>Summer Food Service</b>	<b>Multi-Training Center</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 174,758	\$ 6,178	\$ 3,470	\$ 47,229	\$ 231,635
Payroll taxes	16,620	696	390	5,057	22,763
Employee benefits	355	-	-	-	355
Professional fees and contract services	-	500	-	9,380	9,880
In-kind expenses	-	-	-	-	-
Travel	13,956	58	-	2,334	16,348
Insurance	14,683	670	295	10,766	26,414
Rent	2,800	-	4,800	4,775	12,375
Utilities	860	-	827	1,363	3,050
Telephone	4,514	-	1,258	5,123	10,895
Repair & maintenance	1,427	-	-	338	1,765
Office expense	-	19	-	1,912	1,931
Supplies	2,495	-	165	1,589	4,249
Conferences, conventions, meetings	-	-	-	-	-
Grant expense	27,500	-	-	-	27,500
Postage	1,600	-	12	278	1,890
Advertising	-	48	-	102	150
Warranty	-	-	-	1,094	1,094
Interest	103	-	-	-	103
Other	-	-	11	870	881
Food	-	8,913	-	-	8,913
Nonfood supplies	-	1,715	-	-	1,715
Total expenses before depreciation	261,671	18,797	11,228	92,210	383,906
Depreciation of furniture, equipment and leasehold improvements	-	-	77	4,256	4,333
<b>Total Expenses</b>	<b>\$ 261,671</b>	<b>\$ 18,797</b>	<b>\$ 11,305</b>	<b>\$ 96,466</b>	<b>\$ 388,239</b>

The accompanying notes are an integral part of these financial statements.

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Statement of Cash Flows  
For the year ended June 30, 2000**

**Cash flows from operating activities**

Change in net assets \$ (4,912)

**Adjustments to reconcile change in net assets  
to net cash provided by operating activities:**

Depreciation	4,333
(Increase) decrease in receivables	(14,964)
(Increase) decrease in prepaid expenses	4,803
(Increase) decrease in deposits	(1,239)
Increase (decrease) in accounts payable and accrued expenses	<u>25,861</u>

Net cash provided (used) by operating activities 13,883

**Cash flows from investing activities**

Purchase of Equipment (11,684)

Net cash used by investing activities (11,684)

**Cash flows from financing activities**

Short-term borrowings	30,000
Repayment of short-term borrowings	<u>(30,000)</u>

Net cash used by financing activities -

Net increase (decrease) in cash and cash equivalents 2,198

Cash and cash equivalents, beginning of year 10,391

Cash and cash equivalents, end of year \$ 12,589

**Supplemental Data:**

Interest paid \$ 103

The accompanying notes are an integral part of these financial statements.



**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Notes to the Financial Statements  
June 30, 2000**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Helping Hands, Inc. (the Organization) is a nonprofit organization incorporated under the laws of the State of Louisiana on September 1, 1992. The organization was formed to engage in activities that promote health, social, educational, vocational, and character development for low-income, elderly and handicapped citizens.

**A. Basis of Accounting**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Boards in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**B. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Accordingly, actual results could differ from those estimates.

**C. Cash and Cash Equivalents**

For the purposes of the statement of cash flows, cash and cash equivalents include demand deposits, certificates of deposit, and all highly liquid debt instruments with original maturities of three months or less.

**D. Grants Receivable**

Grants receivable are recognized to the extent that the related qualifying expenses have been incurred.

**E. Equipment and Leasehold Improvements**

Donated equipment is recorded at fair market value at the date of the donation. Purchased equipment and leasehold improvements are capitalized at cost. The Organization's policy is to capitalize expenditures for those items in excess of \$250.

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Notes to the Financial Statements (Continued)  
June 30, 2000**

Depreciation of equipment and leasehold improvements is provided over the estimated useful lives of the respective assets on a straight-line basis as follows:

Furniture and equipment	5 - 7 years
Leasehold improvements	Life of lease

**F. Donated Services and Material**

The Organization receives donated services from a variety of unpaid volunteers. No amounts have been recognized in the accompanying statement of activities because the criteria for recognition of such volunteer effort under SFAS No. 116 have not been satisfied.

**G. Contributions**

The Organization accounts for contributions in accordance with the recommendations of the Financial Accounting Standards Board in SFAS No. 116, *Accounting for Contributions Received and Contributions Made*. In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions.

All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or the purpose for that restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions. Helping Hands, Inc. of Lafayette had no permanently restricted net assets during the period of July 1, 1999 through June 30, 2000.

**II. Vacation and Sick Leave**

Accrued vacation and sick leave must be used by June 30<sup>th</sup> of each fiscal year and are recorded as expenses of the current period when taken. Any unused time at the end of the fiscal period may not be carried forward to subsequent periods. The Organization does not customarily pay for unused vacation and sick leave upon separation from the company nor does the rights vest or accumulate. Therefore, no liability has been recorded in the accounts as of June 30, 2000.

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Notes to the Financial Statements (Continued)  
June 30, 2000**

**I. Income Taxes**

The Organization is tax exempt under Section 501(c)(3) of the Internal Revenue Code and similar provision of the State code. Therefore, no provision for income taxes has been made in the accompanying financial statements.

**NOTE 2 - CASH AND CASH EQUIVALENTS**

The Organization estimates that the fair value of its cash and cash equivalents do not differ materially from its carrying value as recorded in the accompanying financial statements at June 30, 2000.

**NOTE 3 - RECEIVABLES**

Receivables are deemed to be fully collectible by management, except as discussed in Note 10, and are composed of the following amounts due at June 30, 2000:

Louisiana Governor's Office of Urban Affairs & Development	\$ 26,500
Louisiana Department of Education	1536
Louisiana Department of Labor	400
Louisiana Worker's Compensation Corporation	605
City of Eunice	17,370
	<u>\$ 46,411</u>

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Notes to the Financial Statements (Continued)  
June 30, 2000**

**NOTE 4 – EQUIPMENT AND LEASEHOLD IMPROVEMENTS**

At June 30, 2000, equipment and leasehold improvements was composed of the following:

Computer equipment	\$ 15,931
Office furniture and equipment	10,158
Machinery and equipment	20,113
Leaschold improvements	1,225
Subtotal	<u>47,427</u>
Less: Accumulated depreciation	29,791
Equipment and leasehold improvements, Net	<u>\$ 17,636</u>

**NOTE 5 - PREPAID EXPENSES**

Prepaid expenses at June 30, 2000 consist of the following:

Insurance	
General liability insurance	\$ 1,921
Dishonesty bond	61
Rent	950
Maintenance	90
Telephone	375
Utilities	145
Warranty	1,050
Office expenses	49
	<u>\$ 4,641</u>

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Notes to the Financial Statements (Continued)  
June 30, 2000**

**NOTE 6 - ACCOUNTS PAYABLE AND ACCRUED EXPENSES**

Accounts payable and accrued expenses consist of the following at June 30, 2000:

Trade accounts payable	\$ 15,707
Compensation and related expenses	3,455
Grants payable	31,870
	<hr/>
	\$ 51,032

**NOTE 7 - TEMPORARILY RESTRICTED NET ASSETS**

Net assets were released from donor restrictions by incurring expenses satisfying the time or purpose restrictions specified by donors as follows:

Purpose restrictions accomplished:

Louisiana Governor's Office of Urban Affairs and Development

Homemakers Program	\$ 356,500
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Multi-Training Center	10,000
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Louisiana Department of Education

Summer Food Service Program	15,435
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Diocese of Lafayette

Homemakers Program	2,000
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Total net assets released from restrictions	<hr/> <hr/> \$ 383,935
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**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Notes to the Financial Statements (Continued)  
June 30, 2000**

**NOTE 8- SUMMARY OF GRANTS/CONTRACTS**

Helping Hands, Inc. of Lafayette was primarily funded through the following grants and contracts for the period of July 1, 1999 through June 30, 2000:

<u>Funding Source</u>	<u>Grant Contract Period</u>	<u>Total Grant Contract</u>	<u>Support Recognized</u>
State Department of Urban Affairs and Development	07/01/99 - 06/30/00	\$ 366,500	\$ 366,500
State Department of Education	06/07/99 - 07/20/99	Cost Reimbursement for Meals	4,581
	06/05/00 - 07/28/00		10,854
			<u>\$ 381,935</u>

Upon completion or expiration of a grant, the Organization must return any unexpended funds to the grantor.

**NOTE 9 - GRANT EXPENSE**

At June 30, 2000, grant expense consisted of grants made to the following:

Local nonprofit organizations	\$ 19,500
Local governmental entities	<u>8,000</u>
	<u>\$ 27,500</u>

**NOTE 10 CONTINGENCIES**

Amounts received or receivable from grantor agencies are subject to audit adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable program. The amount which may be disallowed by the grantor cannot be determined at this time, although the Organization's management expects such amounts, if any, to be immaterial. Accordingly, no provision for a liability was recognized in the accompanying financial statements.



**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Notes to the Financial Statements (Continued)  
June 30, 2000**

**NOTE 11 - SUBSEQUENT EVENTS**

***Line of Credit***

Subsequent to June 30, 2000, the Organization has available a line of credit with Bank One, collateralized by all funds on deposit with the financial institution. Under the terms of the agreement, the Organization can borrow up to \$60,000 for the period of August 8 through December 6, 2000. Interest is due and payable monthly at the rate of 10% per annum.

***Litigation***

A former employee has filed suit in the 15th Judicial District Court of Lafayette Parish alleging wrongful termination from the organization. However, management of the organization plans to contest the case vigorously. The case is currently in the discovery stage, therefore, the outcome and an estimate of the amount or range of potential loss, if any, cannot be determined at this time. The organization does not have directors' liability insurance coverage to absorb any potential damages. Accordingly, no provision for any liability that may result has been made in the accompanying financial statements.

***Grants***

During fiscal year 1999, the organization awarded a grant to a local governmental entity in the amount of \$20,000.00. Subsequent to this fiscal year ending, the agency returned 17,370.00 of the grant. However, the Board of Directors plan to obtain approval from the Governor's Office of Urban Affairs and Development to award these funds to another eligible grantee. Accordingly, an accrual has been recorded in the accompanying financial statements.

**NOTE 12 - ECONOMIC DEPENDENCY**

Helping Hands, Inc. of Lafayette receives its support for operations primarily from grants administered through the Louisiana Governor's Office of Urban Affairs and Development. The grant amounts are appropriated by the Louisiana Legislature on an annual basis. In the event of significant budget cuts, the level of funding could be significantly lower and adversely impact the Organization's operations. However, Management is not aware of any actions planned by the Governor's Office that will reduce its funding within the next fiscal period.

## **SUPPLEMENTARY INFORMATION**



**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Schedule of Non-compliance and Reportable Conditions  
For the year ended June 30, 2000**

**Reportable condition #2000-1:** Unresolved Prior Year Management Letter Comment #1997-3

**Condition:** During the period of July 1, 1997 through June 30, 1998, Multi Training Center workers began volunteering their time to the Organization due to lack of sufficient funding to support program operations. However, stipends totaling \$1,773 were paid to four volunteers and payroll taxes were not withheld.

**Cause Effect:** Due to inadequate control procedures, taxes were not withheld from employees pay at the Multi-Training Center.

**Criteria:** In accordance with Federal and State employment tax laws, taxes should be withheld from employee compensation and deposited with an authorized financial institution. In addition appropriate employer payroll taxes should also be remitted.

**Recommendation:** I recommend that management implement adequate monitoring procedures to improve controls in this area and resolve any misapplication of control procedures in a timely manner.

**Management Comment:** Management concurs with recommendation and plans to implement immediately.

**Reportable Condition #2000-2:** Bank Overdraft

**Condition:** During my test of cash transactions, I noted that at fiscal yearend the amount of checks issued exceeded available funds on deposit resulting in payment of overdraft fees. I also noted that additional checks were written at fiscal yearend and held until the organization collected receivables.

**Cause and effect:** The bank overdraft was caused by inadequate control procedures over disbursement of funds. Overdrawing the cash account could result in unallowable cost due to bank charges for insufficient funds.

**Criteria:** Good internal control procedures dictate that checks issued should not exceed amount on deposit. Liabilities due at fiscal yearend should be accrued in accordance with generally accepted accounting principles.

**Recommendation:** Management should closely monitor available funds before issuing checks. Instead of writing and holding checks to record payables, accruals should be made in the financial statements for any unpaid liabilities.

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Schedule of Non-compliance and Reportable Conditions  
For the year ended June 30, 2000**

**Management Comment:** Management concurs with this recommendation and have discontinued this practice.

**Reportable Condition #2000-3:** Sub-grantee monitoring

**Condition:** During my examination of mini-grant agreements, I noted a general lack of provision for handling unused funds, taxes and circumstances under which the contract can be terminated. I also noted that there was inadequate monitoring of the sub-grantees.

**Cause and effect:** Inadequate procedures for drafting mini-grant agreements and monitoring sub-grantees contributed to the lack of contract provisions and inadequate monitoring.

**Criteria:** In accordance with the general administrative requirements of the State of Louisiana, grant agreements should contain minimum performance standards such as specifying responsibility for payment of taxes, etc.

**Recommendation:** Management should amend mini-grant agreements currently in effect in order to meet State requirements. In addition, controls should be developed to monitor the performance of sub-grantees in a timely manner.

**Management Comment:** Management concurs with this recommendation and plans to develop controls to effectively monitor mini-grants.

**Reportable Condition #2000-4:** Qualifying applicants for Medicine Assistance Program

**Condition:** During my test of compliance, I noted that client files were missing vital information needed to qualify applicants for the medicine assistance program. In some instances, there was no evidence of client signatures or verification of income and household expenses in the files.

**Cause and effect:** Due to the newness of the program, adequate documentation of eligibility for participation in the program was not included in the client files.

**Criteria:** Applicants should sign and date the appropriate forms required to certify that their information is true, accurate, and complete. In addition, proof of income should be included in each file.

**Recommendation:** Cases should be reviewed in a timely manner to ensure compliance with program guidelines.

**Management Comment:** Management concurs with recommendations and plans to implement.

**Helping Hands, Inc. of Lafayette  
Lafayette, Louisiana**

**Schedule of Prior Year Findings  
For the year ended June 30, 2000**

**Section I Internal Control and Compliance Material to the Financial Statements**

**1997-1** Lack of adequate separation of accounting functions

**Recommendation:** Due to size of the operation and the cost-benefit of additional accounting personnel, it may not be feasible to achieve complete segregation of duties.

**Resolution:** Unresolved. Not included in current year findings due to passage of two years since the audit report in which the finding occurred, as well as no follow-up with auditee and no management decision issued by grantor agency.

**Section II Internal Control and Compliance Material to Federal Awards**

None

**Section III Management Letter**

**1997-3** Improper classification of workers.

**Recommendation:** Multi Training Center workers should have been paid as employees with all applicable payroll taxes withheld and remitted.

**Resolution:** Partially resolved. See reportable condition #2000-1.

**1999-2** Bank Overdraft

**Recommendation:** Management should closely monitor available funds before issuing checks.

**Resolution:** Unresolved.

## **COMPLIANCE AND INTERNAL CONTROL**



**THELMA L. PHILLIPS**

*Certified Public Accountant*

P.O. Box 91473 • Lafayette, LA 70509  
(318) 232-0403

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING  
STANDARDS***

To the Board of Directors of  
Helping Hands, Inc. of Lafayette

I have audited the financial statements of Helping Hands, Inc. of Lafayette (a nonprofit organization) as of and for the year ended June 30, 2000, and have issued my report thereon dated December 28, 2000. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Helping Hands, Inc. of Lafayette's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, I noted certain immaterial instances of noncompliance, which I have described in the accompanying schedule of non-compliance and reportable conditions.

Internal Control Over Financial Reporting

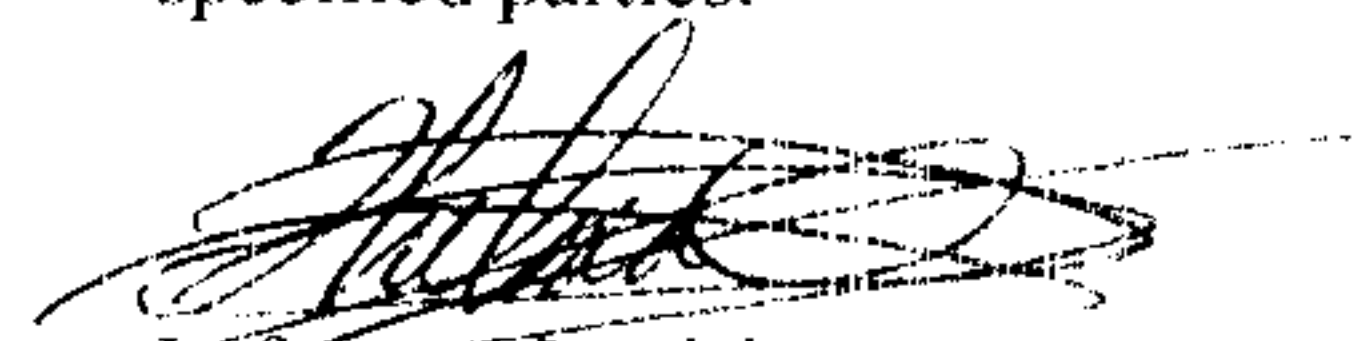
In planning and performing my audit, I considered Helping Hands, Inc. of Lafayette's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect Helping Hands, Inc. of Lafayette's ability to record, process,



summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of non-compliance and reportable conditions.

A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, I believe that none of the reportable conditions described above is a material weakness.

This report is intended solely for the information and use of the Board of Directors, management and others within the Organization and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to be "J. L. Smith", written over a horizontal line.

Lafayette, Louisiana  
December 28, 2000